



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

HOW TO AVOID DELAYS OF COMMERCIAL PROJECTS

Proper knowledge of the permitting, plan review, and inspection processes can play a key role in avoiding delays on construction projects. Careful planning and communication is key to avoiding delays and will ultimately save both time and money.

Here are a few tips to help you avoid delays during construction:

PERMIT SUBMITTAL	PLAN REVIEW	INSPECTIONS	OCCUPANCY
<ul style="list-style-type: none"> ➤ Submit a completed Building Permit Application signed by a licensed contractor and notarized. ➤ Submit an approved "Commercial Compliance Form" signed by all applicable departments. ➤ Submit (4) complete copies of signed and sealed plans, including product approvals. ➤ Submit copies of any impact fee credits or receipts of pre-paid impact fees. ➤ Have method of payment (check or money order) ready for minimum permitting and plan review fees. For permit fees, please visit: http://www.cityofpsl.com/government/departments/building/permit-fees 	<ul style="list-style-type: none"> ➤ Request a Building Department Pre-Build meeting to review design criteria with the plan review team. ➤ Provide valid contact information of design team and contractor. ➤ Inform the tenant and/or owner that the contractor will be the sole point of contact throughout the project. ➤ Respond, as soon as possible, to plan review comments. ➤ Refrain from sending subs or suppliers to respond to plan review comments. 	<ul style="list-style-type: none"> ➤ Schedule inspections only when work is ready. ➤ Make sure that the Permit Card and Plans are on the jobsite. ➤ Ensure that the work to be inspected is accessible to the inspector and that the work is complete. ➤ When possible, have a contractor or representative available during the inspection. ➤ Review comments left by inspectors on rejected inspections. ➤ Correct rejected inspections before requesting a new inspection. 	<ul style="list-style-type: none"> ➤ Check that all issued permits have been completed. ➤ Check that Utilities, Planning and Zoning, Public Works, and Fire District inspections and any required paperwork are submitted and completed. ➤ Check that all Building Department inspections are approved and completed. ➤ Refrain from stocking or using building space until written approval from the Building Official is granted. ➤ Request a Pre-Certificate of Occupancy meeting to review any deficiencies.